

OFFICIAL

VICTORIAN PURCHASING GUIDE

FWP FOREST AND WOOD PRODUCTS
TRAINING PACKAGE RELEASE 9.0

JUNE 2024



Jobs, Skills,
Industry
and Regions

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VICTORIAN PURCHASING GUIDE – RELEASE HISTORY

Note: RTOs should refer to the [National Register](#) for the detail of changes in each Release.

Training Package Release	Date VPG Approved	Comments
FWP Forest and Wood Products Training Package Release 9.0	17 June 2024	Release 9.0 includes: <ul style="list-style-type: none"> • 3 revised FWPCOT tree felling units • 3 Forest Operations qualifications with amended tree felling unit codes (minor change)
FWP Forest and Wood Products Training Package Release 8.0	19 April 2023	Release 8.0 includes: <ul style="list-style-type: none"> • 6 revised qualifications including two qualifications in timber and wood production operations developed from merged superseded qualifications in sawmilling and processing, and timber manufactured products. The Certificate III in Timber and Wood Products has four new specialisations in timber production. • 10 new units and 41 revised units relating to sawmilling and timber processing and wood products • 3 deleted units
FWP Forest and Wood Products Training Package Release 7.0	1 April 2022	Release 7.0 includes: <ul style="list-style-type: none"> • 7 revised qualifications including 4 revised forest operations qualifications and updates to three others (timber building products, wood machining and saw technology). • 29 new units relating to forest operations and 72 revised units relating to forest growing and management, harvesting and haulage and safety in remote forestry operations • 2 qualifications, 13 units deleted
FWP Forest and Wood Products Training Package Release 6.0	11 February 2021	Release 6.0 includes: <ul style="list-style-type: none"> • 5 new and 24 revised units of competency relating to timber harvesting technologies • 3 revised qualifications, 1 new and 25 revised units of competency relating to timber truss and frame estimating and design • 1 revised qualification and 7 revised units of competency relating to timber merchandising • 5 qualifications and two units of competency deleted • 5 new skill sets
FWP Forest and Wood Products Training Package Release 5.0	3 April 2020	Release 5.0 includes: <ul style="list-style-type: none"> • 2 revised qualifications • 10 new units of competency including 4 in Advances in Wood Machining and Saw Doctoring and 6 in Sawmill Timber and Process Optimisation) • 59 revised units of competency (48 in Advances in Wood Machining and Saw Doctoring and 11 in Sawmill Timber and Process Optimisation)

Training Package Release	Date VPG Approved	Comments
		<ul style="list-style-type: none"> • 1 unit deleted Minor updates to 7 qualifications, 3 skill sets and 5 units of competency
FWP Forest and Wood Products Training Package Release 4.0	17 April 2019	Release 4.0 includes: <ul style="list-style-type: none"> • 4 new units of competency • 14 revised units of competency
FWP Forest and Wood Products Training Package Release 3.0	24 May 2018	Release 3.0 includes: <ul style="list-style-type: none"> • 2 new harvesting and haulage units • 12 revised units
FWP Forest and Wood Products Training Package Release 2.0	August 2016	<ul style="list-style-type: none"> • One revised qualification - Cert III in Timber Merchandising • One new unit of competency - FWPCOT3269 Provide specialized timber product solutions • 303 units of competency, updated to meet the new standards for Training Packages • 22 recoded skill sets • Updates to safe work practices in selected units of competency
FWP Forest and Wood Products Training Package Release 1.0	August 2016	<ul style="list-style-type: none"> • One revised qualification • 5 new units of competency • 24 units of competency updated to meet the new standards for Training Packages • Six new skill sets

TABLE OF CONTENTS

INTRODUCTION.....	1
What is a Victorian Purchasing Guide?	1
Registration	1
Transition.....	1
QUALIFICATIONS	2
UNITS OF COMPETENCY AND NOMINAL HOURS.....	3
CONTACTS AND LINKS.....	17
INDUSTRY AND REGULATORY BODIES.....	18
GLOSSARY	19

INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically, the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of FWP Forest and Wood Products Training Package Release 8.0 is provided in the Training Package Companion Volume Implementation Guide. (See VETnet.gov.au for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see [Contacts and Links](#) section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the FWP Forest and Wood Products Training Package Release 8.0 is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
FWP20122	Certificate II in Forest Operations	546	575
FWP20322	Certificate II in Timber and Wood Products Operations	470	495
FWP30122	Certificate III in Forest Operations	1173	1235
FWP30322	Certificate III in Timber and Wood Products Operations	694	730
FWP30622	Certificate III in Timber Building Products Supply	565	595
FWP30920	Certificate III in Timber Frame or Truss Manufacture	394	415
FWP31021	Certificate III in Saw Technology	993	1045
FWP31121	Certificate III in Wood Machining	955	1005
FWP31220	Certificate III in Timber Systems Design	442	465
FWP40121	Certificate IV in Forest Operations	979	1030
FWP40222	Certificate IV in Timber and Wood Products Operations	684	720
FWP40420	Certificate IV in Timber Systems Design	960	1010
FWP50121	Diploma of Forest Operations	1359	1430

UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
FWPCOR2206	Work effectively in the forest and wood products industry	35
FWPCOR2208	Communicate and interact effectively in the forest and wood products industry	40
FWPCOR2209	Follow environmental protection procedures in forest and wood products operations	30
FWPCOR2210	Follow workplace health and safety policies and procedures in forest and wood products operations	30
FWPCOR2211	Develop knowledge of the forest and wood products industry	50
FWPCOR3205	Apply safety, health and environmental requirements in forest and wood products operations	80
FWPCOR4204	Monitor safety, health and environmental requirements in forest and wood products operations	80
FWPCOR4205	Monitor and improve forestry operations	80
FWPCOT2206	Stack and bind material	15
FWPCOT2242	Segregate and sort logs	30
FWPCOT2243	Tail out timber product and waste material	15
FWPCOT2244	Operate and maintain a thicknesser	50
FWPCOT2246	Appearance grade hardwood sawn and milled products	20
FWPCOT2249	Visually stress grade hardwood	20
FWPCOT2250	Visually stress grade softwood	20
FWPCOT2251	Visually stress grade cypress	20
FWPCOT2254	Maintain chainsaws	20
FWPCOT2255	Store materials	20
FWPCOT2257	Use hand-held tools	20
FWPCOT2258	Assemble products	40

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Unit Code	Unit Title	Nominal Hours
FWPCOT2259	Cut materials with a hand-held chainsaw	40
FWPCOT2260	Tally material	10
FWPCOT2261	Process orders and prepare for despatch	30
FWPCOT2262	Cut material to shape using a saw	20
FWPCOT2263	Cross cut materials with a fixed saw	25
FWPCOT2264	Follow quality and product care procedures in forest and wood products operations	20
FWPCOT2265	Navigate in forest areas	40
FWPCOT2266	Operate brush cutter	40
FWPCOT2267	Operate mobile hydraulic log splitter	30
FWPCOT2268	Cut timber or engineered wood product to length or dimensions	30
FWPCOT2269	Operate and maintain a table saw	25
FWPCOT2270	Cut wood material with pole saw for unblocking machinery components	20
FWPCOT2271	Pack timber or wood products for despatch	30
FWPCOT2272	Rack timber or round poles	15
FWPCOT2273	Trim and cut felled trees	40
FWPCOT2275	Fell trees manually (basic)	80
FWPCOT3202	Navigate in remote or trackless areas	80
FWPCOT3219	Produce standard truss or frame plans and details using computers	50
FWPCOT3226	Assess timber for manufacturing potential	20
FWPCOT3270	Grade and mark logs	50
FWPCOT3271	Hand sharpen knives and blades for commercial and domestic cutting services	20

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Unit Code	Unit Title	Nominal Hours
FWPCOT3272	Set up and run multi-head moulder/planer to produce simple profiles	40
FWPCOT3273	Set up and run multi-head moulder to produce complex profiles	60
FWPCOT3274	Cut timber products using high-speed optimiser	35
FWPCOT3275	Set up, operate and maintain end matching machines	30
FWPCOT3276	Sharpen cutters using a straight knife grinder	20
FWPCOT3277	Sharpen cutters in head using a profile knife grinder	40
FWPCOT3278	Sharpen cutters in head using a straight knife grinder	20
FWPCOT3279	Assess and maintain saw technology tools	30
FWPCOT3280	Replace saw blades, knives and guides	40
FWPCOT3281	Manufacture profile cutters	40
FWPCOT3282	Assess and maintain saw blade and sawing machine performance	40
FWPCOT3283	Sharpen and position blades or knives in chipper, canter and reducer	30
FWPCOT3286	Identify levelling and tensioning requirements for saw blades	40
FWPCOT3287	Operate CNC equipment for grinding, tensioning and levelling saw blades	50
FWPCOT3289	Load and prove operating program for CNC machine	50
FWPCOT3290	Apply knowledge of timber properties, sawmill operations and sawmilling equipment	50
FWPCOT3291	Apply principles of timber and process optimisation in sawmill operations	30
FWPCOT3292	Calibrate and maintain scanning equipment used in sawmilling operations	70
FWPCOT3293	Use scanning equipment for timber grading	40
FWPCOT3294	Swage and shape saw blades	40
FWPCOT3295	Assess and maintain cutter performance	40

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Unit Code	Unit Title	Nominal Hours
FWPCOT3297	Operate automated stacking equipment	20
FWPCOT3298	Produce templates	30
FWPCOT3299	Cut timber or engineered wood product to profile	20
FWPCOT3301	Trim trees using a pole saw	40
FWPCOT3302	Access and provide timber and wood product information	20
FWPCOT3303	Prepare sketches and drawings	30
FWPCOT3304	Take off material quantities	30
FWPCOT3305	Interpret and quote from manufactured timber product plans	60
FWPCOT3306	Rehabilitate tracks, quarries and landings	80
FWPCOT3307	Create drawings using computer aided design software	30
FWPCOT3308	Assemble timber wall frames	40
FWPCOT3309	Assemble timber roof trusses	40
FWPCOT3310	Prepare timber or related products to meet import/export compliance requirements	60
FWPCOT3311	Use environmental care procedures to undertake fire salvage operations	80
FWPCOT3312	Implement environmentally sustainable work practices in the work area/work site	60
FWPCOT3313	Apply biodiversity protection principles	40
FWPCOT3314	Comply with soil and water protection	40
FWPCOT3315	Transport forestry logs using trucks	80
FWPCOT3316	Transport forestry produce using trucks	80
FWPCOT3317	Use chainsaw within a tree	70
FWPCOT3318	Access, capture and communicate forestry field data using mobile devices	40

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Unit Code	Unit Title	Nominal Hours
FWPCOT3319	Read and interpret digital maps and forest operation plans	25
FWPCOT3320	Build and maintain timber stacks	20
FWPCOT3321	Apply situational awareness and a safety mindset in operational forestry roles	50
FWPCOT3322	Apply quality and product care procedures in forest and wood products operations	20
FWPCOT3323	Assess wood materials visually	20
FWPCOT3324	Apply cultural heritage protection requirements in forest operations	30
FWPCOT3325	Operate four wheel drive vehicle on unsealed roads	40
FWPCOT3326	Recover four wheel drive vehicle	25
FWPCOT3327	Contribute to energy efficiency in the forest and wood products industry	30
FWPCOT3328	Operate four wheel drive vehicle in a towing situation	30
FWPCOT3329	Perform complex four wheel drive operations	80
FWPCOT3330	Apply tree jacking techniques in felling trees	100
FWPCOT3331	Cut material using CNC sizing machines	30
FWPCOT3332	Machine timber or engineered wood products using CNC machining and processing centres	30
FWPCOT3333	Conduct heat plant operations	60
FWPCOT3334	Conduct steam boiler operations	80
FWPCOT3335	Conduct operator level equipment maintenance in forest and wood products industry	40
FWPCOT3336	Coordinate set up and operation of timber finger jointing line	40
FWPCOT3337	Operate timber finger jointing line	20
FWPCOT3338	Identify glues and gluing systems used in production of wood products	15
FWPCOT3339	Grade wood product visually	80

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Unit Code	Unit Title	Nominal Hours
FWPCOT3340	Develop knowledge of log yard operations	35
FWPCOT3341	Coordinate and monitor wood chip stockpile	40
FWPCOT3342	Screen wood chips	40
FWPCOT3343	Test wood chips quality	40
FWPCOT3344	Transfer wood chips	40
FWPCOT3345	Develop knowledge of chain of custody certification requirements for forest and wood products	40
FWPCOT3346	Communicate effectively with general public or stakeholders concerned about forest practices	40
FWPCOT3350	Fell trees manually (intermediate)	100
FWPCOT3351	Fell trees manually (advanced)	120
FWPCOT3349	Assess timber against quality requirements and specifications	35
FWPCOT4201	Produce complex truss and frame plans and details using computers	80
FWPCOT4209	Design timber structures	80
FWPCOT4210	Provide specialised timber product solutions	60
FWPCOT4211	Monitor stock control procedures	40
FWPCOT4212	Implement environmental management practices to a forestry operation site	120
FWPCOT4213	Monitor and manage product and service quality in the forest and wood products industry	80
FWPCOT4214	Plan for and coordinate quarry operations	120
FWPCOT4215	Plan for and coordinate road construction and maintenance	150
FWPCOT4216	Plan for and coordinate construction of log landings and snig tracks	80
FWPCOT4217	Apply a safety mindset in forestry operations	80
FWPCOT4218	Manage business operations of a forestry contractor business	160

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Unit Code	Unit Title	Nominal Hours
FWPCOT4219	Manage people practices in a forestry contractor business	80
FWPCOT4220	Plan for and coordinate log loading and haulage operations	100
FWPCOT4221	Plan for and supervise log yard operations	40
FWPCOT4222	Plan for and supervise timber treatment plant operations	50
FWPCOT4223	Assess requirements of chain of custody certification scheme for forest and wood products	50
FWPCOT4224	Conduct internal audit of chain of custody certification for forest and wood products	50
FWPCOT4225	Apply principles of pneumatics and hydraulics to analyse potential equipment failures	70
FWPCOT5210	Contribute to establishment and implementation of forest management systems	180
FWPCOT5211	Implement forest management certification scheme	120
FWPCOT5212	Implement workplace sustainability practices in the forest and wood products industry	120
FWPCOT5213	Contribute to and implement a community engagement plan	100
FWPCOT5214	Communicate forestry and forest science with stakeholders and the community	120
FWPCOT5215	Apply innovative thinking to support forestry best practice	100
FWPCOT6210	Develop engineered wood products to meet energy efficient building design needs	150
FWPFGM3208	Construct and maintain forest roads and tracks	120
FWPFIR2001	Follow fire prevention procedures	20
FWPFIR2002	Detect fire in a native forest or plantation	30
FWPFIR3001	Assess fire risk	40
FWPFIR3002	Apply communication protocols during post-bushfire vegetation clearing and clean-up operations	40
FWPFIR4001	Conduct tree hazard assessment post-fire	40

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Unit Code	Unit Title	Nominal Hours
FWPFOM5001	Contribute to and implement a forest establishment plan	180
FWPFOM5002	Contribute to and implement a forest roading operational plan	150
FWPFOM5003	Contribute to and implement a forest harvesting plan	200
FWPFOM5004	Contribute to and implement a forest regeneration plan	160
FWPFOM5005	Contribute to and implement a biohazard contingency plan	80
FWPFOM5006	Implement practices to maximise value from wood residues	80
FWPFOM5007	Contribute to and implement a silviculture regime for a plantation	120
FWPFOM5008	Contribute to and implement a silviculture regime for native forest	120
FWPFOM5009	Contribute to management and monitoring of forestry supply chains	110
FWPFOM5010	Apply principles of forest science to optimise forest management practices	120
FWPFOM5011	Assist with calculating costs and production targets for forestry operations	80
FWPFRM5001	Interpret and use image data in forestry planning and management	130
FWPFRM5002	Source information on the contribution of forestry to carbon reduction strategies	60
FWPFRM5003	Contribute to and implement a forest inventory program	150
FWPFRM5004	Contribute to the planning and conduct of forest valuation	100
FWPFRM5005	Contribute to selection and application of forest growth models	80
FWPFRM5006	Analyse ecology of commercial native forests and plantations	150
FWPFRM5007	Process and interpret harvester and forwarder optimisation data	80
FWPFRM5008	Create digital forest operational map	80
FWPFRM5009	Create cutting instruction files for forestry harvesters	60
FWPFRM5010	Plan unmanned aerial vehicle (UAV) collection of forestry data	70

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Unit Code	Unit Title	Nominal Hours
FWPFRM5011	Quality assure forestry data acquisition by unmanned aerial vehicle (UAV)	60
FWPHAR2201	Hook up felled trees (choker)	50
FWPHAR2202	Perform landing duties (chaser)	50
FWPHAR2208	Operate a mobile chipper/mulcher	30
FWPHAR2209	Trim and cut harvested trees	40
FWPHAR2210	Operate a forest machine simulator in a virtual environment	60
FWPHAR3202	Monitor log recovery (rigging slinger)	200
FWPHAR3203	Operate integrated or split flail and wood chipper with crane	200
FWPHAR3204	Operate split flail and wood chipper fed by mobile machine	200
FWPHAR3205	Harvest trees manually (intermediate)	100
FWPHAR3209	Harvest trees manually (advanced)	120
FWPHAR3212	Operate yarder	200
FWPHAR3222	Use on-board computer systems for forwarder	30
FWPHAR3223	Use on-board computer systems for single grip harvester	50
FWPHAR3224	Operate crawler tractor	160
FWPHAR3225	Operate excavator with log grapple	160
FWPHAR3226	Operate feller buncher	200
FWPHAR3227	Operate forwarder	200
FWPHAR3228	Operate loader	170
FWPHAR3229	Operate single grip harvester	200
FWPHAR3230	Operate skidder	160
FWPHAR3232	Operate harvesting machine with winch-assist system	100

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Unit Code	Unit Title	Nominal Hours
FWPHAR3234	Conduct mechanical processor operations	200
FWPHAR3235	Conduct mechanically assisted tree falling operations	150
FWPHAR4206	Implement environmental management practices in timber harvesting operations	80
FWPHAR4207	Conduct a wood volume and yield assessment	40
FWPHAR4208	Plan for and coordinate fire salvage operations	60
FWPHAR4209	Plan for and coordinate forest harvesting operations	60
FWPHAR4210	Plan for and coordinate log recovery (hook tender)	150
FWPNSY2001	Collect tree seeds	40
FWPNSY2002	Cut, sort and set cuttings	20
FWPNSY2003	Follow quality procedures in forest nursery production	30
FWPNSY2004	Prick out and transplant tree seedlings	30
FWPNSY2005	Apply tree seed treatment	40
FWPNSY3001	Graft nursery stock for planting in seed orchard	30
FWPNSY3002	Extract, clean, store and despatch tree seeds	60
FWPNSY3003	Apply knowledge of tree stock growing in a forest nursery	40
FWPNSY3004	Identify, evaluate and mark quality seed trees	50
FWPNSY3005	Maintain seed orchard	80
FWPNSY3006	Manage mother plants	80
FWPNSY3007	Operate automated topping system as part of tree production nursery operations	40
FWPNSY3008	Operate automated seed sowing line for containerised forest seedling production	40
FWPSAW2212	Assemble materials using nail plates	20

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Unit Code	Unit Title	Nominal Hours
FWPSAW2213	De-stack timber drying racks	20
FWPSAW2214	Sort timber boards manually	20
FWPSAW3232	Sharpen band saw blades	40
FWPSAW3233	Sharpen circular saw blades	30
FWPSAW3234	File and set saw blades for hand saws and circular saws	40
FWPSAW3235	Recondition saw guides	40
FWPSAW3236	Sharpen tipped circular saw blades	30
FWPSAW3237	Level and tension circular saw blades	50
FWPSAW3238	Replace Stellite tips	30
FWPSAW3239	Assess and maintain wide band saw blades	50
FWPSAW3240	Assess and maintain band saw wheels	40
FWPSAW3242	Treat timber	40
FWPSAW3244	Align sawing production systems	40
FWPSAW3245	Join band saw blades	40
FWPSAW3247	Replace tungsten tips	30
FWPSAW3251	Apply principles of blade design to sawing procedures	40
FWPSAW3252	Assemble, operate and dismantle a portable sawmill	60
FWPSAW3253	Re-saw green timber	80
FWPSAW3254	Control and monitor automated green mill saw line	40
FWPSAW3255	Operate conventional log breakdown saw line	80
FWPSAW3256	Select and saw logs in multi-species operations	40
FWPSAW3257	Operate timber drying kiln	40

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Unit Code	Unit Title	Nominal Hours
FWPSAW4206	Monitor output timber for optimum volume and value recovery	50
FWPSAW4207	Optimise timber production for volume and value recovery	60
FWPSAW4208	Plan for and coordinate timber kiln drying operations	50
FWPSAW4209	Plan for and supervise log processing operations	50
FWPSAW4210	Plan for and supervise timber dry mill operations	50
FWPSIL2001	Select and mark trees for tending operations	20
FWPSIL2002	Plant trees by hand	20
FWPSIL2003	Prune trees	30
FWPSIL2004	Collect forest data or samples for assessment and analysis	20
FWPSIL2005	Measure trees	20
FWPSIL3001	Apply sustainable silviculture treatments	40
FWPSIL3002	Plant trees mechanically	20
FWPSIL3003	Use mechanised equipment for forestry site preparation	80
FWPSIL4001	Plan for and coordinate forest site preparation operations	60
FWPSIL4002	Plan for and coordinate thinning operations in a native forest or plantation	40
FWPSIL4003	Plan for and coordinate stem improvement operations	120
FWPSIL4004	Plan for and coordinate forest establishment operations	160
FWPSIL4005	Plan for and coordinate a stand health and nutrition program	120
FWPSIL4006	Plan for and coordinate a pests and diseases assessment	40
FWPSIL4007	Plan for and coordinate a regeneration rate assessment	20
FWPSIL4008	Plan for and coordinate a forest site assessment	40
FWPSIL4009	Plan for and coordinate tending operations in a native forest or plantation	150

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Unit Code	Unit Title	Nominal Hours
FWPTMM2204	Machine material	20
FWPTMM2205	Cut material to length and angles	30
FWPTMM3208	Apply critical workplace processes in the manufacture of prefabricated timber building systems	50
FWPTMM3209	Install prefabricated timber building systems on-site	80
FWPTMM3211	Manufacture using joinery machines	40
FWPTMM3212	Estimate and cost job	40
FWPTMM3213	Read and interpret timber truss or wall frame fabrication plans	30
FWPTMM3214	Assemble timber floor trusses	30
FWPTMM3215	Work effectively in the timber systems design industry	40
FWPTMM3216	Plane and sand engineered wood product	15
FWPTMM3217	Develop knowledge of plywood or laminated veneer lumber production	50
FWPTMM3218	Develop knowledge of veneer preparation in plywood or laminated veneer lumber production	30
FWPTMM3219	Develop knowledge of reconstituted wood panel production	60
FWPTMM3220	Develop knowledge of glue laminated timber or cross laminated timber production	60
FWPTMM4209	Interpret details of timber roof trusses to inform design of plans and production documents	150
FWPTMM4210	Interpret details of timber floor systems to inform design of plans and production documents	150
FWPTMM4211	Interpret details of timber wall frames to inform design of plans and production documents	150
FWPTMM4212	Calculate production costs	80
FWPTMM4213	Test finger jointed timber	25
FWPTMM4214	Test laminated wood product	40
FWPTMM4215	Plan for and coordinate timber product assembly	40

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Unit Code	Unit Title	Nominal Hours
FWPTMM4216	Plan for and supervise engineered wood product operations	80
FWPTMM5202	Develop, trial and evaluate prototypes	150
FWPTMM5209	Determine prefabricated timber building systems designs for compliance, manufacture and installation	160
FWPTMM5210	Verify compliance and conformance of prefabricated timber building systems during manufacture	80

CONTACTS AND LINKS

Curriculum Maintenance Manager (CMM) Service

Primary Industries

The CMM Service is provided on behalf of Training Skills and Higher Education.

CMM Service Executive Officers can assist with questions on payable and nominal hours.

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Jobs and Skills Council (JSC) – Skills Insight

As part of the National Industry Engagement Reforms, new Jobs and Skills Councils (JSCs) are being established. At the time of publication, the interim contact details for the JSC is indicated below. For more information see [Industry Engagement Reforms - Department of Employment and Workplace Relations, Australian Government \(dewr.gov.au\)](https://www.dewr.gov.au/industry-engagement-reforms)

Skills Insight

Level 1, 165 Bouverie Street (PO Box 466)

Carlton VIC 3053

Phone 03 9321 3526

Email inquiry@skillsimpact.com.au

[JSA Skills Insight website](#)

National Register of VET in Australia - Training.gov.au (TGA)

TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. See [training.gov.au](https://www.training.gov.au) for more information.

Australian Government - Department of Employment and Workplace Relations (DEWR)

The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training. See [Skills and Training - DEWR](https://www.dewr.gov.au) for more information.

State Government - Department of Jobs, Skills, Industry and Regions (DJSIR)

DJSIR (formerly Department of Education and Training) is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria. See [djsir.vic.gov.au](https://www.djsir.vic.gov.au) for more information or call the course enquiry line:131 823

National VET Regulatory Authority - Australian Skills Quality Authority (ASQA)

ASQA is the national regulator for Australia's VET sector. Info line: 1300 701 801 See [asqa.gov.au](https://www.asqa.gov.au) for more information.

State VET Regulatory Authority - Victorian Registration and Qualifications Authority (VRQA)

The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. (03) 9637 2806 See [vrqa.vic.gov.au](https://www.vrqa.vic.gov.au)

INDUSTRY REGULATORY BODIES

Department of Energy, Environment and Climate Action

A Victorian Government department, DEECA is responsible for matters relating to the environment, energy and climate change. This includes [Forests and Reserves](#), [Forest Fire Management Victoria](#) and [Environment](#).

8 Nicholson Street,
Melbourne Victoria 3000

DEECA [office locations](#)

DELWP general enquiries: [133 677](#)

Vic Emergency Hotline: [1800 226 226](#)

Visit [DEECA website](#)

Parks Victoria

Parks Victoria is a statutory authority responsible for managing the State's parks, reserves, waterways and other public land including a representative system of terrestrial and marine national parks and marine sanctuaries.

Level 10, 535 Bourke Street
Melbourne Victoria 3000

Phone (03) 8427 2001

Visit [Parks Victoria website](#)

WorkSafe Victoria

The industry Regulatory body can provide advice on licensing, legislative or regulatory requirements which may impact on the delivery of training or the issuance of qualifications in this Training Package.

WorkSafe needs to provide written verification before high risk work units can be added to an RTO's scope of registration. info@worksafe.vic.gov.au See worksafe.vic.gov.au for further information.

222 Exhibition Street,
Melbourne Victoria 3000

Phone (03) 9641 1444 or

phone 1800 136 089 (toll free)

Email info@worksafe.vic.gov.au and see website worksafe.vic.gov.au for further information.

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Maximum Payable Hours	<p>The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules. The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.</p> <p>Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration.</p>
Scope of Registration	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.
Nominal Hours	Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DJSIR) and are primarily developed for funding purposes in Victoria.